Collection #4 (Evidence collection)		Start	Completion
1	Evidence gathering training for worksheet entries, search terms, and inages to be searched.	10/24/14	11/04/14
2	Evidence materials - TCEQ's 2009 list of 92 generator names associated with the CES Houston facility. TCEQ obtaied the 92 name from self reported waste namifests that were electronically submitted by generators to TCEQ		
3	Evidence materials - TCEQ's 2010 list of 20 generator names associated with the CES Houston facility. TCEQ obtaied the 20 name from self reported waste namifests that were electronically submitted by generators to TCEQ		
4	Evidence materials - CES related files in SDMS. Source of all images in 334 SDMS files is from ten DVDs obtained by 6SF-TE from EPA CID. Images were initially electronically obtained by EPA-CID during its now completed criminal investigation of the CES Houston facility.		

Search Priorities for Evidence collection - (Collection #4)

Phase 1

Using names from TCEQ's 2009 list, search all 334 CES related files in SDMS to identify and obtain no more than five images of the following titled documents that associate each of the 92 named entities with wastes at the CES-Houston. Obtained images will later be attached to 104(e) or combination 104(e) GN letters that will be sent to all 92 entities. Attached five images will serve as EPA's samples of evidence to associate letter addressees to the CES Houston facility.   10/24/14

    Evidence image - Bill of Lading
    Evidence image - Invoice
    Evidence image - Manifest
    Evidence image - Ocean Tanker Bill of Lading
    Evidence image - Shipper's Declaration For Dangerous Goods
    Evidence image - Tank Wash Work Order

Phase 2

Using names from TCEQ's 2010 list, search all 334 CES related files in SDMS to identify and obtain no more than five images of the following titled documents that associate each of the 20 named entities with wastes at the CES-Houston. Obtained images will later be attached to 104(e) or combination 104(e) GN letters that will be sent to the 20 entities. Attached five images will serve as EPA's samples of evidence to associate letter addressees to the CES Houston facility.

    Evidence image - Bill of Lading
    Evidence image - Invoice
    Evidence image - Manifest
    Evidence image - Ocean Tanker Bill of Lading
    Evidence image - Shipper's Declaration For Dangerous Goods
    Evidence image - Tank Wash Work Order

Phase 3

| 1 | In alphabetical order merge into a single list the names of all entities from phase 1 and 2. | | |

2	For each named entity create an individual file that contains five images of evidence documents for the respective named entity.	
3	Site attroney will review findings/evidence and accept names and obtaned evidence or recommend additional evidence images be acquired.	
4	Site attroney will determin review findings/evidence and accept names and obtaned evidence or recommend additional evidence images be acquired.	
5	Site attorney will now advise EO if additional serach time be extended to Identify other business entities not already identified on TCEQ's 2009 and 2010 lists should be identitied. If Site attorney decides that additional search time be spent the search will be exttended to Phae 4.	

Phase 4

 Using the following named evidence terms, search all 334 CES related files in SDMS to obtain no more than five images of sample of evidence that associate additional business entities with waste substances at the CES Houston facility.   Enter findings into the spreadsheet and make copies of matching images.

Search Terms	Matching hits for named term
Evidence image - Bill of Lading	297 Folders, 35,017 Pgs
Evidence image- Invoice	302 Folders, 97,334 Pgs
Evidence image- Manifest	312 Folders, 140,572 Pages
Evidence image- Ocean Tanker Bill of Lading	2 Folders, 2 Pgs
Evidence image - Shipper's Declaration For Dangerous Goods	4 Folders, 72 Pgs
Evidence image - Tank Wash Work Order	184 Folders, 11,299 Pgs

Phase 5

1	In alphabetical order merge into a single list the names of all entities from phase 1, 2, and 4.
2	For each additional named entity create an individual file that contains five images of evidence documents for the respective named entity.